



Department of Defense **INSTRUCTION**

December 28, 1994
NUMBER 1336.6

SUBJECT: Correction of Military Records

References: (a) Section 1552 of title 10, United States Code
(b) DoD Directive 5124.5, "Assistant Secretary of Defense for Force Management Policy (**ASD(FMP)**)," October 31, 1994

A. PURPOSE

This Instruction:

1. Implements policy, assigns responsibilities and prescribes procedures for obtaining approval of procedures established by a Secretary of a Military Department, under reference (a), to correct any military record of the Military Department when the Secretary considers it necessary to correct an error or remove an injustice.
2. Assigns responsibilities for maintaining the record of approval.

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments.

C. POLICY

It is DoD policy that:

1. Procedures established by the Secretaries of the Military Departments for the correction of military records must conform to the requirements of reference (a) and this Instruction.
2. The procedures shall include rules governing the operation and conduct of boards for the correction of military records. At a minimum, such rules **shall** provide:
 - a. That the purpose of the board is to consider individual applications and determine whether or not an error or injustice exists in a particular case, and, if so, to fashion relief appropriate to the facts and circumstances of each case.
 - b. The scope of the board's authority.
 - c. That applicants must submit individual applications.

d. That before granting relief, sufficient evidence must be on the record to indicate a probable material error or injustice in the case of the particular applicant concerned.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Force Management Policy shall under DoD Directive 5124.5 (reference (b)) review and approve procedures established by the Secretaries of the Military Departments for the correction of military records under the authority of 10 U.S.C. 1552 (reference (a)).

2. The Secretaries of the Military Departments may correct any military record of a Military Department when the Secretary considers it necessary to correct an error or remove an injustice under the authority of reference (a). The Secretary concerned shall prepare procedures for the correction of military records and obtain approval of such procedures in accordance with this Instruction. Additionally, the Secretary of the Military Department shall maintain a permanent record of each approval.

E. PROCEDURES

The Secretaries of the Military Departments shall submit their procedures governing correction of military records for approval to the Assistant Secretary of Defense for Force Management Policy.

F. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Procedures for the correction of military records established and approved before the effective date of this Instruction remain valid until new approvals are granted. Forward two copies of implementing documents to the Assistant Secretary of Defense for Force Management Policy within 120 days.



Assistant **Secretary** of Defense
(Force Management Policy)